

Position Description	
Position Title:	Op-shop Assistant - Volunteer
Commitment:	12 months minimum
Hours:	Monday to Friday: 10 am – 1 pm and/or 1 – 4 pm, Saturday 10 - 1 (minimum of one 3-hour shift per week)
Overview:	<p>Community Information and Support Yarra Ranges (CIS Yarra Ranges) is seeking friendly and compassionate people who like helping others and wish to make a positive impact in our local community.</p> <p>CIS Yarra Ranges is a branch of Community Information and Support Victoria, an independent not-for-profit organisation. CIS Yarra Ranges provides information, support, referrals and emergency relief to people within the Shire of Yarra Ranges. The service is free, confidential, impartial and independent. We respect everyone's right to make their own decisions.</p>
Position Purpose:	To assist with the operation of the op-shop. Treat customers with a respectful, confidential and impartial manner. At all times maintaining the client's right to make their own choices and decisions, whilst operating within organisation policies, procedures and standards.
Key Duties	
<ul style="list-style-type: none"> • Greet clients and assist with sales enquiries • Receive donated goods, sort into usable and unusable • Tag items and display in shop • Receive cash & EFTPOS payments • Vacuuming, dusting 	
Obligations	
<ul style="list-style-type: none"> • Comply with the conditions of all op-shop policies and procedures • Attend orientation, induction and training sessions • Maintain an up-to-date knowledge of issues and developments that impact on clients and the broader community. • Follow directions as given • Maintain client's privacy and confidentiality at all time • Contribute to maintaining a welcoming and supporting environment volunteers and clients. 	
Essential	
<ul style="list-style-type: none"> • Victorian Police Check • Working with Children's Check 	